



Dental Schedule Communications

**June paid
July
2023**

Welcome to the Schedule Communications where you will find all our latest news and useful information.

Access the schedule close dates and prior approval timescales [here](#)

IMPORTANT - Update to the GP200 process for providing Practitioner Services with lists of patients for withdrawal.

You will have recently received this update via email.

An update on the GP200 process is outlined below and will be implemented with immediate effect in order to assist Practices, Health Boards and Practitioner Services to ensure that details submitted are correct and can be actioned without unnecessary delay.

GP200 volumes have increased but there is a significant number of incorrect patient lists being submitted to Practitioner Services on a regular basis and this is having a major impact on administration resources. An excessive amount of time is spent going through these lists, also individual GP200's, and finding a significant number of wrongly submitted registration details. The submission therefore cannot be actioned and has to be returned to the practices where, in turn, must be adding administrative challenge at both Practice and Health Board level and delaying the process. Additionally, it is noticeable that a high number of retrospective submissions have been received, both in terms of time wasted in returning incorrect submissions for re-submission, also where Practices and Health Boards are not providing sufficient advance notice as required. Within the National Health Service (General Dental Services) (Scotland) Regulations 2010, it clearly states that the practitioner should provide patients with not less than 3 months' notice of a de-registration, therefore the Practice and Health Board should be in a position to submit the GP200 to Practitioner

Services at that time. Whilst there are occasions whereby an unplanned or emergency situation arises and the Practice has to submit a GP200 at short notice, these delays in submitting from Practices and Health Boards, together with the provision of inaccurate registration information, is causing an increase in the number of retrospective de-registration dates requiring immediate action.

The timelines which Practitioner Services work to is that Practices and Health Boards should submit GP200's as close to the 3 months advance notice as possible. Practitioner Services then aim to process those GP200's within the current month, provided receipt of the GP200 is in accordance with the above. There should be no retrospective submissions received for previous months.

In order to negate the provision of inaccurate information being submitted and ease the impact on the administration resources within Practices, Health Boards and Practitioner Services, the updated process and guidelines are noted below. This will allow administrative resources to concentrate on the smooth processing of the submissions within the timelines noted.

Guidance to Practices

Individual GP200 (max of 100 withdrawals)

- Individual GP200's can be submitted if there are a maximum of 100 patients being withdrawn (but lists can be provided for under 100 if preferred). The information must be checked on the eSchedule report to confirm the patient is registered with the list number prior to sending to the Health Boards. The "Registration Detail" report can be accessed via eSchedules. There is a guide on how to do this attached,
- The report must be checked just prior to the GP200 being submitted to your Health Board to ensure the information you are providing is accurate.

List of Patients (where 100 or more withdrawals from same list number)

Lists of patients to be withdrawn MUST be taken from eSchedules using the report named "Registrations Detail". Each dentist and any designated Schedule contacts have access to this report which has a definitive list of patients registered with a dentist.

- All patient lists must be provided on an excel spreadsheet (registration detail report from eSchedules), excel format is selected when you are exporting the report. There is a guide on how to do this attached,
- The report must be created just prior to the GP200 being submitted to your Health Board to ensure the information you are providing is accurate,
- Provide a separate report for each list number (**only ONE list number per e-mail**). It must be data sorted to present surnames in alphabetic order, only showing the patients to be withdrawn and name the report by list number as you save it to your PC,
- The GP200 can be a scanned PDF file type to accompany the attached excel list of patients,
- Data Quality – Practitioner Services will check the first 20 withdrawals requested and if we find the data to be inaccurate the list will be returned to you to update and check the "Registration Detail Report".

Guidance for Health Boards

All GP200's must have a future de-registration date to allow Practitioner Services to withdraw the patients within a timely manner (as outlined above).

- **Individual GP200 (max of 100 withdrawals)** - The email subject field must include GP200, Health Board, the number of patients to be withdrawn and the withdrawal month eg. **GP200, Health Board, 100 withdrawals, July 2023, Only one withdrawal month per email.**
- **List of Patients (where there are 100 or more withdrawals)** - The email subject field must include GP200, Health Board, dentist list number, the number of patients to be withdrawn and the withdrawal date eg. **GP200, Health Board, list number, 450 withdrawals, 01/12/2023.** All patient lists must be provided on an attached excel spreadsheet (registration detail report from eSchedules), **Only one list number per email.**

Checking Patient Registrations

If you find duplicate patient records after analysing your patient lists using the registration detail report in Business Objects, please use the 287 form to correct the details. You can find the form and details on how to send the form [on this page](#).

Patient Registration checks by Patients

If a patient is not registered within your practice, please advise them to contact the Public Dental Service. The Public Dental Services are able to check where the patient is registered and advise them accordingly. Please do not advise patients to contact PSD, as PSD cannot provide this information to them directly due to data privacy policy.

Scottish Index of Multiple Deprivation (SIMD) file update

The [SIMD look up tool](#) has now been updated with a new SIMD file. The updated file includes any changes to a post code's SIMD area and the addition of post codes that have not previously been linked to a SIMD area. The SIMD tool helps you identify patients that may need different levels of care and enables you to manage their claims more effectively.



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